

# City of Maribyrnong – Application For Use of Public Open Space for Personal Training

If you are unsure about any details of your application please call Stephanie Ristevska,  
Community Recreation Officer on 9688 0304.

**MUNICIPAL OFFICES**  
Napier Street  
Footscray  
**POSTAL ADDRESS**  
PO Box 58  
Footscray  
Victoria 3011  
**DX**

DX 81112  
Footscray  
**TELEPHONE**  
(03) 9688 0200  
**FACSIMILE**  
(03) 9687 7793  
**INTERNET ADDRESS**  
[www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au)

## 1.0 Operator Details

Operator Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address (If different) \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Other contact

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## 2.0 Activity Information

In order to assist with information for our Recreation, Leisure and Sports Planning, please complete the following questions using your most recent membership data (approximate figures are acceptable if necessary):

### Number of Participants

Women	Men	Total

### Number of Residents/Non Residents

Please indicate the number of Maribyrnong residents and non Maribyrnong residents which make up your membership and/or participant base.

City of Maribyrnong Residents	Non Maribyrnong Residents	Total

*For your information the Maribyrnong municipality consists of the following suburbs/postcodes;*

*Braybrook 3019, Footscray 3011, Kingsville 3012, Maidstone 3012, Maribyrnong 3032, Seddon 3011, Tottenham 3012, West Footscray 3012, Yarraville 3013.*

### Age Range

Please indicate the approximate age range of your members and how many participants are represented in each age category.

Age Group	Number
10-15	
15-25	
26-35	
36-45	
46-66	
66 and over	

**Do you provide discounts for any particular people and/or groups? If so please provide details.**

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**Do you have any people with disabilities which participate in your training program? If so please provide details.**

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We are also interested to know if you have had any recent success in attracting newly arrived residents (arriving in Australia within the last five years) from within the City of Maribyrnong. Please give an indication if this is an area where you have had any success, for example by giving numbers and nationalities:

Number	Nationality

Other comments:

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*Please note that Council may request additional and/or supporting documentation regarding any of the information which you have provided in this form.*

### 3.0 Requested Use

Use of Parks/Reserves for fitness training will only be permitted within selected locations. Please refer to section 3.2 of the 'Guidelines and Conditions for the Use of Public Open Space for Personal Training' document for a full list of locations available for Personal Training Activities within the Maribyrnong municipality.

Please indicate the Parks/Reserves, days of each week and time you wish to utilise the area. Please note that a **maximum of 4 usage sessions** are available to your group in each park each week and a maximum of 40 participants are permitted in any one session. In order to assist you complete this process we have outlined an example for you.

Please find the following example of how the schedule should be completed.

Note that your booking will be made for a 6 month period, unless otherwise indicated. The appropriate charge, as per section 3.4 of the 'Guidelines and Conditions for the Use of Public Open Space for Personal Training' document will apply to your use of the park/reserve.

#### E.G

<b>Start Date:</b>	<b>1 March 2008</b>
<b>Finish Date</b>	<b>30 April 2008</b>
<b>Park</b>	<b>Braybrook Park</b>

#### Timetable

<b>Day</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Participant Numbers</b>
<b>Monday</b>	6:00am – 7:00am				10
<b>Tuesday</b>				6:00pm – 7:00pm	12
<b>Wednesday</b>		6:00am – 7:00am			15
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>			7.30 am – 8.30am		35
<b>Sunday</b>					

<b>Start Date:</b>	
<b>Finish Date</b>	
<b>Park</b>	

**Timetable**

<b>Day</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Participant Numbers</b>
<i>Monday</i>					
<i>Tuesday</i>					
<i>Wednesday</i>					
<i>Thursday</i>					
<i>Friday</i>					
<i>Saturday</i>					
<i>Sunday</i>					

<b>Start Date:</b>	
<b>Finish Date</b>	
<b>Park</b>	

**Timetable**

<b>Day</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Participant Numbers</b>
<i>Monday</i>					
<i>Tuesday</i>					
<i>Wednesday</i>					
<i>Thursday</i>					
<i>Friday</i>					
<i>Saturday</i>					
<i>Sunday</i>					

<b>Start Date:</b>	
<b>Finish Date</b>	
<b>Park</b>	

**Timetable**

<b>Day</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Participant Numbers</b>
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<i>Tuesday</i>					
<i>Wednesday</i>					
<i>Thursday</i>					
<i>Friday</i>					
<i>Saturday</i>					
<i>Sunday</i>					

<b>Start Date:</b>	
<b>Finish Date</b>	
<b>Park</b>	

**Timetable**

<b>Day</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Participant Numbers</b>
<i>Monday</i>					
<i>Tuesday</i>					
<i>Wednesday</i>					
<i>Thursday</i>					
<i>Friday</i>					
<i>Saturday</i>					
<i>Sunday</i>					

## 4.0 Emergency and Risk Management

### Risk Definition and Classification

In assessing identified hazards, council has used a frame work that determines the level of risk in accordance with current Australian Standards. See below for risk matrix table and rationale.

Likelihood		Consequences				
		5 <i>Extreme</i>	4 <i>Major</i>	3 <i>Moderate</i>	2 <i>Minor</i>	1 <i>Negligible</i>
<i>Almost Certain</i>	<i>A</i>	Extreme	Extreme	Major	Major	Medium
<i>Likely</i>	<i>B</i>	Extreme	Extreme	Major	Medium	Minor
<i>Possible</i>	<i>C</i>	Extreme	Major	Major	Medium	Minor
<i>Unlikely</i>	<i>D</i>	Major	Major	Medium	Minor	Minor
<i>Rare</i>	<i>E</i>	Medium	Minor	Minor	Minor	Minor

Risk Management Standard Australia 4360-2004

Likelihood	Consequences
<ul style="list-style-type: none"> <li>▪ <u>Almost certain</u> The event will occur on an annual basis once a year or more frequently</li> <li>▪ <u>Likely</u> The event has occurred several times or more in your career, once every three years</li> <li>▪ <u>Possible</u> The event might occur once in your career once every ten years</li> <li>▪ <u>Unlikely</u> The event does occur somewhere from time to time once every 30 years</li> <li>▪ <u>Rare</u> Heard of something like the occurring elsewhere once every 100 years</li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Extreme</u> The consequences would threaten the survival of not only the program or activity, but also the organisation, including participants and others, causing major problems for participants and potential serious injuries and fatalities.</li> <li>▪ <u>Major</u> The consequences would threaten the survival or continued effective function of the program or activity, including participant and others being adversely affected or injured, or require the intervention of top-level management.</li> <li>▪ <u>Moderate</u> The consequences would not threaten the program, but would mean that the administration of the program or activity could be subject to significant review or changed ways of operating.</li> <li>▪ <u>Minor</u> The consequences would threaten the efficiency and effectiveness of some aspects of the program, but would be dealt with internally.</li> <li>▪ <u>Negligible</u> The consequences are dealt with by routine operations.</li> </ul>



**Risk Management Plan Template**

Hazard	Risk Detected / identified	Consequence 1, 2, 3, 4 ,5	Likelihood A, B, C, D, E	Risk Rating Extreme, Major, Medium or Minor (see Risk chart 'Risk Definition and Classification')	Actions taken to treat or manage risk



## **5.0 Documentation**

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As outlined in the 'Guidelines and Conditions for the use of Public Open Space for Personal Training' all Operators must:

- be a registered professional with Kinect Australia, Fitness Australia or other recognised peak body association membership and which membership 'Conditions' require all fitness trainers to be fully qualified
- be protected with current public liability insurance which indemnifies Maribyrnong City Council to a minimum of \$20 million
- be appropriately qualified and have relevant first aid certification and certificated

At the time of submission please include a copy of the operators:

- Fitness Accreditation
- First Aid Certification and;
- Public Liability Certificate of Currency

## 6.0 Checklist and Acknowledgement

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- Details
- Activity Information
- Requested Use
- Emergency and Risk Management plan
- Documentation (Fitness Accreditation, First Aid Certification, Public Liability, Certificate of Currency)

### **Privacy and Acknowledgement – to be completed by Applicant**

Maribyrnong City Council Services values and protects all personal information it collects and is committed to information handling practices and uses of information compliance with its obligations under the Information Privacy Act 2000 (Vic).

Personal Information required on this form is for the purpose of having a specific Council contact for the Operator's related issues. Information collected will be used solely by Council for this primary purpose and/or other directly related purposes. Applicants may apply to the Community Recreation Officer on 9688 0304 for access and/or amendment of the information. Council will endeavour to make changes within one week of notification being received. If you require further information about the purpose of the information collected or Information Privacy, please contact Council's Information Privacy Officer on 9688 0461.

We reserve the right to exclude organisations from the directory if they do not meet the guidelines.

Please indicate as appropriate:

- I **consent** to the information provided in this form being provided by Council as described above
- I **do not** wish contact details included in this form to be provided by Council as described above

In making this application I indemnify Council and hold Council harmless from and against all actions, costs, claims, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of or in relation to the use/hire/lease of the park/reserve in question.

I acknowledge having read the 'Guidelines and Conditions for the use of Public Open Space for Personal Training' and agree to comply in all respects with all Guidelines and Conditions should this application be successful. I concede that all information provided on this application is accurate and correct.

Name (Applicant):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward this application to:**

**Stephanie Ristevska  
Leisure Services  
Maribyrnong City Council  
PO Box 58  
Footscray Vic 3011**

**Or by email at [stephanie.ristevska@maribyrnong.vic.gov.au](mailto:stephanie.ristevska@maribyrnong.vic.gov.au)**